

Laurie Ferguson, Psy.D.
Licensed Clinical Psychologist, Director
Spark Psychological Services
Laurie Ferguson, Psychologist, Inc.
5975 Entrada Ave. • Atascadero, CA • 93422
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## Information Regarding Office Policies and Fees Welcome to the practice! Please let me know if you have any questions!

<u>COVID19 Notice:</u> To keep everyone healthy, most appointments are conducted via confidential, HIPAA-secure teletherapy (Zoom) when possible. This may limit the effectiveness of therapy or assessment, and additional inperson therapy or assessment may be needed, if desired. Please let Dr. Ferguson know what you prefer.

<u>Cancellation Policy:</u> Appointments are made for you only (I do not "double book" appointments). Please call or email with at least 24-hour notice to reschedule or cancel an appointment. Special circumstances sometimes occur where 24-hour notice may not be possible. To keep all our patients healthy, please reschedule your appointment if you are ill. <u>If illness or special circumstances do not apply, you will be billed for a missed session.</u> If you are more than 15 minutes late, you will need to reschedule and you will be billed for the missed session. If too many sessions are missed, or if this appointment policy is being abused, termination of services may occur.

You are responsible for covering the fee at the time of service. You will be provided a Super Bill to submit to your insurance. Contact the insurance company prior to your appointment to verify any out-of-network benefits. Personal checks, cash, credit and debit cards, and Health Care Savings Account credit/debit cards are accepted.

<u>In shared child custody arrangements</u>, the parent bringing the child for treatment is responsible for payment. In shared custody arrangements, both parents must sign this form and consent for treatment.

<u>For TCRC</u>, <u>Social Security</u>, <u>Social Services</u>, <u>School/College clients</u>: An assessment by Dr. Ferguson is no guarantee of eligibility or services, which are at the sole discretion of the agency/organization. Assessment results could result in an increase or decrease of services or denial of eligibility, even if you already are eligible.

<u>Dr. Ferguson does not accept Medicare, and her services are not reimbursable by Medicare.</u> If you are a Medicare client or are Medicare-eligible, you must advise Dr. Ferguson. You must complete a separate contract mandated by Medicare prior to your appointment if you have Medicare or are Medicare-eligible.

Fee Schedule (with CPT codes): fees are subject to change without notice

Consultation, Intake Appointment and/or Diagnostic Interview (90791), 60 minutes, \$250

Psychological Testing (96130, 96131, 9613, 96137), 60 minutes, \$250

Individual Therapy (90834) or Family Therapy (90846 / 90847) 45-50 minutes, \$160 or 60 minutes (90837) \$175 Expert Witness Services or any court-related services, 60 minutes, \$500 (\$3,000 retainer required)

Brief phone call or email to change appointments, no charge

All other phone calls, emails, reports, and meetings attended are pro-rated for actual time spent by Dr. Ferguson

<u>Late Payments:</u> Payment is due at the time of service. There is a \$35 fee for returned checks. A late fee of \$25 per month is applied to past due accounts. Unpaid account balances over 30 days may be forwarded to collections and termination from the practice may occur.

What can I expect in therapy or testing? What do I tell my family member about the appointment? You know yourself the best, and you have the right to set your own goals and pace. Dr. Ferguson will inform you whether your goals are compatible with her services. How long therapy or testing takes will depend on your goals, symptom severity, and other factors. Therapy and testing are ways to know more about your learning style,

Information Regarding Office Policies and Fees; Laurie Ferguson, Psy.D.; Page 1 of 2

emotions, thoughts, and behaviors, so that you can succeed at school, work, and in relationships. Difficult topics are discussed and some people experience an increase in depression, anxiety, unsafe behavior, or even suicide. It is very important that you share this with Dr. Ferguson so that she can help you. For testing clients, you have a right to receive a report of Dr. Ferguson's findings in understandable language. You have a right to disagree with Dr. Ferguson's recommendations or diagnoses. Dr. Ferguson welcomes your questions and feedback, and this can improve the effectiveness of the therapy or accuracy of the assessment. You have a right to terminate therapy at any time. It is always helpful to discuss this with Dr. Ferguson so that she can give you referrals if needed.

<u>Privacy and Confidentiality:</u> Your privacy is very important to Dr. Ferguson. As this is a small community, we may occasionally see each other outside of our appointment. In order to protect your privacy, it is up to you if you would like to say hello or communicate in any way. I do not participate in fundraising or business endeavors of my clients. Your Personal Health Information (PHI) is protected by the Health Insurance Portability and Accountability Act (HIPAA: <a href="www.hhs.gov">www.hhs.gov</a>.). <a href="your private">Your private information is never shared without your written authorization, or as permitted by law, including but not limited to the following:

<u>If child or elder abuse or neglect occurs, or if a client is a danger to him- or herself or others,</u> Dr. Ferguson is required by law to disclose this information and client contact information to the proper authorities.

<u>In any judicial matters</u>, confidentiality ends when a judge issues a court order for my records or if you bring a lawsuit or licensing board complaint against Dr. Ferguson.

<u>Minor clients:</u> Only parents/guardians with legal custody for health care decisions have access to a minor's records, regardless of who is paying for the session. Dr. Ferguson is legally prevented from releasing information to parents without the minor's consent, including information regarding pregnancy, drug or alcohol use, contraceptive use, sexually transmitted diseases, or medical history.

<u>Contacting You:</u> You will be asked in the Client Intake Form how you would like to be contacted for confidential messages. All information and appointment requests need to be communicated in voicemail or email. Dr. Ferguson cannot respond by text. Use of email means that you accept the risk of electronic communication. There is no guarantee that information in an email or attached to an email remains private. This includes but is not limited to encrypted information, "secure" email services such as Gmail, or cloud-storage services such as Drop-Box.

<u>Social Media:</u> To help protect your confidentiality and preserve therapeutic boundaries, I do not "friend," follow, or search clients online. If you happen to receive a "friend" request from me, it is an error (please contact me to let me know). Posting a review of my services is your right, but to protect your confidentiality, I will not respond online. I welcome any comments about our work and hope we can communicate in person. I maintain two professional media services (Twitter and a Facebook page), which you are welcome to follow for psychology-related articles and information. Following my professional media accounts is not an endorsement of my services.

Emergency Information: Dr. Ferguson does not provide emergency services. If you are experiencing a life threatening emergency, call 911 or go to your nearest emergency room. Mobile Crisis can be called for non-life threatening services 24 hours, 7 days per week at 800-838-1381. The SLO Hotline is also available 24 days, 7 days per week for resources and suicide prevention at 800-783-0607.

Printed name of patient	Signature of patient (only needed if age 18+)	Date
Printed name of parent/guardian	Signature of parent/guardian	Date

I have received and understand the above Information regarding Policies and Fees.



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## **CLIENT INTAKE INFORMATION**

The Client is the person coming for therapy, assessment, support, or consultation

This information is very helpful in supporting and/or evaluating the client. This information may be included in a written report, unless you advise Dr. Ferguson otherwise. Any information shared with Dr. Ferguson, either written or verbal, may be subject to court subpoena, therefore, there are limits to confidentiality.

Client's <u>full legal</u> name:		Today's da	te:
What name do you prefer to be called?		Date of birth:	
Age: Gender:	Pronouns:	Who referred you?	
Home street address:		City:	
State:Zip:	Ethnicity / Re	ligion:	
Profession:	Employer:	City	/:
If Client is a minor (under age 18) or a conserved adult: Is the client a conserved adult? □ Yes □ No What is the relationship between the client and their guardian: Who has legal custody for health care decisions? (this is different than physical custody):			
<b>Emergency Contacts (or Pa</b>	arent / Guardian if Client	is a minor or conserved adult)	
#1 Name:	Name: Address:		
Employer:		Occupation:	
#2 Name:		Address:	
Employer:Occupation:			
Contacting you: Check the YES box if it is <u>ok</u> to leave confidential information. Check the NO box and only Dr. Ferguson's name and phone number will be left in messages. By checking "Yes," you agree to accept the risks of electronic communication that is not guaranteed secure.  Is it ok to leave confidential information?			
Client's (or Parent's if a mine	or) Home Phone:		
Client's (or Parent's) Cell: _			☐ Yes ☐ No
Alternate Phone:			_ □ Yes □ No
Email:			

Current or Last School Attended:	
City: What year in school is the client or	
Has the Client ever had any of the following: ☐ 504 Plan ☐ IEP	
☐ Psychoeducational or Psychological Testing ☐ Occupational The	
☐ Speech/Language Eval/Services ☐ Neurology ☐ Regional Cente	
□ ADA Accommodations at work □ Other:	
Current Medical Concerns & Medications:	
Physician/Pediatrician's name:	City:
Therapies, past and current: Provider Name / Purpose / Dates:	
-	
W.L. L.: W. W. Th. Cli 49. Cli 42. M 4.1 Ct. 4	
Who Lives With The Client?: Client's Marital Status:	
Household Members: (Name / Relationship / Age / Does this person	live with the client full-time?)
What are your main concerns?	
What are your goal(s) for therapy / assessment?	
what are your goal(s) for therapy / assessment.	
	_
Primary language(s) / Does the client require an interpreter?:	
Does the client uses assistive technology (AAC device, wheelchair	·, etc.):
How can Dr. Ferguson make your appointment more comfortable	
written communication during our sessions, etc.)	
Limitations on services: Please note that if the client has been involved in, or ant	
worker's compensation claim, arrest/probation, or other legal matters, it is import	
specializes in these areas to protect your legal rights. Dr. Ferguson's services are	not designed to support clients with these concerns.
By signing below, you acknowledge these limitations to Dr. Ferguson's services.	
	<b>~</b>
Client's Signature:	Date:
Parent's or Guardian's Signature (if applicable):	Date:



Other:

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## SOCIAL-DEVELOPMENTAL HISTORY QUESTIONNAIRE

This information is very helpful in supporting and/or evaluating the client. This information may be included in a written report, unless you advise Dr. Ferguson otherwise. Any information shared with Dr. Ferguson, either written or verbal, may be subject to court subpoena, therefore, there are limits to confidentiality.

Client's full legal name	DOB
Client's full legal name	
The client uses assistive technology (AAC device, wheelchair, etc.)	:
Have there been any significant stresses / changes in the client's (marriage, deaths, births, moves, work changes, divorce, traumatic e	
Client's strengths and interests:	
EDUCATIONAL HISTORY: Briefly describe client's academic performance, behavior, social Preschool/Daycare	
Elementary School	
Middle School_	
High School	
College	
How motivated is / was the client is to learn?	
Are there services/supports you would like the school/college to ☐ quiet room for tests ☐ help with organization or study skills ☐ note	<b>provide:</b> □ additional time on tests

Current or Latest Employer:  Length of time at current job:  Does the clic  How metivated is the client is to meet the job responsibility.				
	Current or Latest Employer:Position Title:			
Havy mativated is the client is to meet the job responsibility	ent enjoy the job? □ Yes □ No			
How motivated is the client is to meet the job responsibility	ries?			
Is work difficult for the client? □ Not a struggle □ Sometimes a struggle □ Often struggles Why?				
Has the client experienced discrimination on the job?   Yes	es   No Describe:			
Are there accommodations you would like the employer to □ time to sit down □ breaks □ clearer instructions □ visual	•			
Is the client paid adequately?   Yes   No Does  Does the job change require going back to school or gettir  List any skills that the client needs to develop in order to be	ng more training? □ Yes □ No			
INDEPENDENT LIVING SKILLS: Please check below (without excessive reminders or excessive support for t				
□ Dressing / undressing □ K	Leeping room clean, putting away belongings			
$\Box$ Showering, bathing, wash face, brush teeth $\Box$ C	completing chores or responsibilities			
$\Box$ Getting/fixing a simple snack $\Box$ S	tays w/ caregiver in public (does not wander off)			
□ Understands concept of stranger danger □ U	Inderstands how money works and how to save			
$\Box$ Bathing, dressing, grooming $\Box$ R	ide a bus, walk or bike in the community			
□ Grocery Shopping □ C	omfortable talking with adults			
	Inderstands social media risks			
□ Cleaning the kitchen or bathroom □ C	an make own doctor or other appointments			
	an open own savings or checking account			
	an keep to a budget and not overspend			
	Inderstands how marketing influences buying choices			
	Inderstands how to avoid possible dangerous situations			
	s not easily taken advantage of			
•	nows how to choose friends			
□ Applying for a credit card □ H	las good coping skills, is resilient			
	an resolve disagreements w/ peers or co-workers ard worker			
Other concerns with independent living:				

<u>Client's Medical Conditions:</u> Has <u>the client</u> had any of the following? (There is space later to discuss family history.) Include when this was an issue (example: migraines age 14-25; thyroid condition age 18-present).

Pa	<u>st</u>	Not a concern now			
Mo	<u>onth</u>	But client has a history of this			
Ī					
ı					
$\downarrow$	$\downarrow$				
	□ Hea	adache			
	□ Mi	graine			
		ad injury			
	□ Sei	zures			
П	⊓ Bla	ackouts or fainting			
		perv			
	□ Но	rgeryspitalization (overnight)			
	□ ER	visit(s)			
П	□ Eat	visit(s)			
	□ Δ11	ergies to foods, medications or seasonal allergies			
		thma			
		ears glassesearing Problems			
		aring Problemsnstipation or Diarrhea			
		ner Gastrointestinal Problems			
		yroid Condition			
	⊔ пеа	art Condition			
		n Conditions			
	□ H0	rmone Therapy			
		ysical, Sexual, or Emotional Abuse			
		verty, Homelessness, Food Insecurity or Neglect			
		ner concern (please describe)			
		ere is health care, surgery, or procedure that the client needs/wants but has not been able to access it:			
An	v addi	tional health information:			
	<i>y</i>				
BI	OLO	GICAL FAMILY MEMBERS' HISTORY:			
21	OLO				
Hig	hest e	education level achieved by biological mother:   some high school   GED   high school grad   some			
		4-year college degree $\square$ master's degree $\square$ doctorate degree $\square$ trade school $\square$ other:			
COI	iogo L	year contege degree a musici s degree a doctorate degree a trade sentor a other.			
Hie	hest e	education level achieved by biological father:   some high school   GED   high school grad   some			
		4-year college degree $\square$ master's degree $\square$ doctorate degree $\square$ trade school $\square$ other:			
conege = 4-year conege degree = master s degree = doctorate degree = trade school = other.					
Biological family members (parent, sibling, aunt/uncle, grandparent, cousin, etc.) have experienced:					
	_				
□ Learning Difficulties □ Formally diagnosed with Dyslexia / Reading Disorder					
_ I	Tormal	lly diagnosed with Learning Disorder in moth			
1 🗆	Correct	Ily diagnosed with Learning Disorder in math			
		lly diagnosed with Learning Disorder in writing			
☐ Attention problems					
1 🗆	□ Hyperactivity □ Formally diagnosed with ADD or ADHD				
	□ Formally diagnosed with ADD or ADHD				

• •		randparent, cou	sin, etc.) have experienced (con't):
□ Speech or Language problem _			
□ Diagnosed or suspected (circle)	Autism		
☐ Diagnosed or suspected (circle)	Asperger's		
☐ Intellectual Disability or Cogni			
□ Depression			
☐ Anxiety or Panic (circle)			
Ubsessive Compulsive sympton	ms		
□ Hoarding			_
□ Mood Swings	Di1		-
☐ Formally diagnosed with Bipol			
☐ Excessive anger or rage			
Drug or algebal problem			
Other concern:			
□ Other concern:			
<b>CLIENT'S DEVELOPMENT:</b>			
Pregnancy of Client's Biologica	l Mother: Biological moth	er's age at birth?	
Did mother receive routine medic	al prenatal care? □Yes □ N	To When did pren	atal care start?
Any medications used during pre	gnancy?:		llegal drugs   other:
During pregnancy was there any	use of: □ nicotine/cigarette	s 🗆 marijuana 🗆 il	llegal drugs □ other:
Were fertility treatments utilized	for this pregnancy?:		
Child was born at City/State:			home □ hospital □ birthing center
Pregnancy was $\Box$ full term $\Box$ other	er:weeks	/ months	
Child's birth weight:pour	ndsounces APGAR	score at 1 minute	at 5 minutes unknown
Mother's pregnancy	Child's Delivery	<u>(</u>	Child's Condition at Birth
□ No complications	□ Normal	,	□ Normal
□ Diabetes	☐ Induced labor		□ Norman □ Breathing problem
□ Injury	□ C-section		☐ Jaundice
☐ Hypertension			□ Jaundice □ Birth injury/defect
□ Excessive bleeding	□ Very long labor (>1		□ Newborn ICU
□ Emotional stress	☐ Other problem (spe	,	☐ Other problem (specify):
☐ Other problem (specify)	United problem (spe	city).	Utilet problem (specify).
Client's hoboviou as an infant a	nd toddlor (un to 2 years	of ago there is	ana aa latau ta digayaa aanaanna
Client's behavior as an infant a that occurred when older): Wen			
□ Difficult to comfort	,	_	fferent than expected
□ Excessive irritability		<del>-</del>	speech of caregivers
□ Colicky		oncerned about h	
☐ Did not sleep very much		officult nursing	caring problems
□ Needed very specific things to			ning to baby food
(movement, only slept in		or table food	ining to baby 100d
	_ ·		alone much at all
☐ Repetitive behaviors			eferred being alone
□ Self-injurious behaviors	⊔ ע	id not mind of pr	eleffed being alone
Describe concerns with pregnar	ncy, delivery, temperame	nt as a newborn	(happy, "easy," "colicky," etc.):
	C) () F		

□ Not sure about ages, but milestones were probably met	within typical timeframes		
Age sat up without help:	Age bladder trained for day:		
Age walked alone:	Age fully bowel trained:		
Age spoke first words:	Age stayed dry all night:		
Age spoke short phrases:	Age when there were no longer any concerns with		
Age spoke in sentences:	toileting or accidents:		
Communication and Motor Skills: Did/does the client has ame age with any of the following, or does the client engage:	1 1 0		
Past Up to age Month 5 or 6 years old	Past Up to age Month 5 or 6 years old		
<ul><li>▼ ▼</li><li>□ Eye-hand coordination (catching a ball)</li></ul>	□ □ Knowing left and right		
□ □ Putting on shoes (velcro closure)	□ Holding a crayon or pencil		
☐ ☐ Tying shoe laces	□ Accidentally dropping things		
□ □ Dressing self	☐ Knowing where the body is in space		
□ □ Buttoning and zipping	□ □ Trouble with balance or "clumsy"		
□ □ Running	□ Seeks out wrestling, rough play frequently		
	□ Avoids heights (play structure, stairs, etc.)		
□ Riding a tricycle or bike	□ Avoids playing on the swings		
□ □ Toileting accidents	□ □ Trouble telling time, or time awareness		
□ □ Feeling when needs to go to the bathroom	□ □ Motor skills aren't even / symmetrical		
□ □ Spins, rocks, paces, or other movements	□ Repeats words or phrases, or "echoes" others		
☐ ☐ Other repetitive motor movements	□ Uses phrases from tv/movies excessively		
□ □ Stimming that helps with feeling calm	□ "Black and white" or literal thinking		
□ □ Trouble talking about their day	□ □ Trouble understanding humor or sarcasm		
□ □ When upset, has a lot of trouble communicating	□ □ Trouble following a conversation		
□ □ Eye contact is less frequent than expected	□ Communicates best with adults or family		
□ □ Does not pick up on typical social cues	□ Debates meanings of words		
☐ ☐ Has a hard time understanding body language	□ Rarely shares interests or accomplishments		
☐ ☐ Has trouble following multi-step directions	□ □ Dislikes social chit chat ("it's boring")		
☐ ☐ Articulation trouble or hard to understand	□ Enjoys conversations about favorite topics		
and to differential and the di	a bijoys conversations about lavorite topics		
Any other differences or concerns with communication next page for additional behavioral/emotional factors)			

**<u>Development of Client:</u>** Please indicate approximate age when the client reached the following milestones:

<u>Behavior / Emotions / Experiences:</u> Please check below the items describing the client <u>compared to most</u> <u>other people of the same age.</u> For example, if the client has more organizational trouble than co-workers, then check the box "disorganized." If the client has more trouble concentrating than classmates, check "poor concentration."

<u>Past</u> Month	Up to age 5 or 6 years old	<u>Past</u> <u>Month</u>	Up to age 5 or 6 years old
	ī		<u> </u>
<b>₩₩</b>	gets, has a hard time staying seated	<b>~ ~ ~</b> O	ften depressed
	s difficulty waiting for their turn		ften irritable, frustrated, or agitated
	ks excessively, interrupts often		lood swings
	or concentration or daydreams too much		xplosive temper
	e contact is difficult or less frequent		rying easily or frequently
-	en loses things		eelings of worthlessness or low self-esteem
	sorganized		voiding spending time w/ family, friends (circle)
	ficulty making decisions		opelessness or feeling like there is no point to life
	eds lots of prompts to do things		as hurt self on purpose (cutting, scratching)
	ficulty initiating or completing tasks		uicidal thoughts or actions (circle)
	ficulty following instructions		ow energy/fatigue
	ouble with time management		leeping too little / too much (circle)
			por appetite, picky eating, or overeating (circle)
-	peractive, "driven by a motor"		ots of physical complaints (stomach aches, headaches)
	en argumentative		eels stressed out, overwhelmed, or overworked
	mes others for own mistakes		nxious or worried
□ □ De	fiant to authority figures or rules	□ □ Pa	anic attacks
	ks to authority figures like a peer	$\Box \Box S_1$	pecific fears (crowds, heights, objects, future events)
	s been teased or bulled by others		xcessive difficulties separating from others/caregivers
□ □ Tea	ases or bullies others	□ □ F1	requently wants to stay home from school/work
□ □ Lie	s or steals (circle)	□ □ Sa	aying the same thing over and over
$\square$ $\square$ Set	s fires or fascinated by fire (circle)	$\Box \Box O$	bsessions (can't stop thinking about something)
	uel toward animals	$\Box \Box C$	ompulsions (can't stop doing something)
$\Box$ $\Box$ Phy	ysically or verbally aggressive (circle)	$\Box \Box E$	xcessive interest in certain topics/activities
$\Box$ $\Box$ Do	esn't have age typical stranger danger	$\Box$ $\Box$ In	terests that other people find very unusual
$\square$ $\square$ $\square$ $\square$	inders off or elopes (runs away)	$\Box$ $\Box$ In	terests seem too limited, or would like more interests
$\Box$ $\Box$ Pro	blems with social interactions	$\Box$ $\Box$ $D$	oes not like large groups of people
□ □ Ma	sks or hides true self in social settings	□ □ O	verly sensitive to sound or light (circle)
$\Box$ $\Box$ Fee	els disconnected from others	□ □ O	verly sensitive to touch, texture, clothes
$\Box \Box Wc$	ould like more friends		verly sensitive to certain tastes/food textures
	mature compared to others the same age	$\Box \Box G$	ets too close to others or in to people's "space"
$\Box \Box Av$	oids new activities or foods	$\Box \Box E$	xcessively low or high pain tolerance (circle)
□ □ Tra	insitions are difficult	$\Box \Box Se$	ensory seeking (touch, sound, etc.)
$\Box$ $\Box$ Do	es not like changes or new routines	$\Box \Box U$	ses electronics too much
$\Box$ $\Box$ Tro	ouble playing imaginatively / "pretend"	□ (F	or adults) Sexual problems or concerns

Signature	Name	Date
Person completing this for	rm: Relationship to Client: □ Self □ Par	rent □ Guardian □ Conservator □ Other:
		☐ This form was too long! ☐ This form was in my mind ☐ I have more to say (add pages!)
For example, if Autism, AI		behaviors that lead you to consider this? client, why is that? Add as many pages as
	eclient feel their best? This could be sees, time alone vs. time with others, etc	ensory or fidget items, predictable routine vs.
- Idinity of loved ones suppos	THIVE:	
about the client's gender ide		nything you would like Dr. Ferguson to know ation, or gender affirmative health care? Are
Self-Advocacy: Does the c	lient ask for help when needed and spea	k up about their needs?
The client's personality and Solid friendships? General	nd relationships: Is the client a leader of mood?	or follower? Gets along well with family?
	vilities/chores does the client have at hor ient respond to limits/rules/supervisors/t	me? Does it seem like too much / too little / eachers/professors?